

# ***TOWN OF PERTH APPLICATION FOR SUBDIVISION***

## **INSTRUCTIONS**

Dear Town of Perth Property Owner,

Any division of land within the Town of Perth must comply with Subdivision Regulations that were enacted in 2006. A copy of the Subdivision Regulations can be purchased from the Town Clerk for the sum of \$5.00. (A Copy is also available on the Town Web Site in Acrobat Reader Format) These Regulations are administered by the Town of Perth Planning Board. In addition, depending on the location and intended use of the land, approval of organizations such as; the NYS Department of Health, Corp of Engineers or NYS Department of Transportation may be required.

This letter is intended to help anyone who is unfamiliar with the Subdivision Regulations prepare for a Pre-application Conference with the Planning Board, so that subdivision requests may be handled as smoothly as possible, and inconvenience both to the land owner and Planning Board members is minimized. The Pre-application Conference is used to provide the Planning Board with preliminary information about a proposed subdivision, and gives the property owner the chance to explain what is proposed and ask questions about subdivision approval procedures. This meeting allows the Planning Board to determine what further information is required, and to explain to the property owner the steps to be taken in considering the subdivision for approval.

To schedule a Pre-application Conference with the Planning Board the property owner should deliver an Application for Subdivision and a Sketch Plan to the Town Clerk at least one week before the next scheduled monthly Planning Board Meeting. Meetings are held on the third Monday of each month.

**Please provide 10 copies of this application.**

An application form is attached. Please complete it to the best of your ability, but don't worry if you don't know the answers to some questions.

In Section 4.2-C of the Subdivision Regulations there is a list of ten items of information that must be provided to the Planning Board.

Sincerely,

**Ron Cetnar, Chairman  
Town of Perth Planning Board**

***TOWN OF PERTH***  
***APPLICATION FOR SUBDIVISION***

**Part 1: APPLICANT INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Part 2: SUBDIVISION INFORMATION**

**Name of Current Owner:** \_\_\_\_\_

**Location of Property:** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_

**Total Contiguous Acres Owned:** \_\_\_\_\_; **To be Subdivided:** \_\_\_\_\_

**Proposed Number of Lots:** \_\_\_\_\_

**Date Property Acquired by Applicant:** \_\_\_\_\_

**Name of Subdivision (if any):** \_\_\_\_\_

**Please consult Town of Perth Subdivision Regulations for information concerning other items that must be submitted along with this application.**

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APPLICATION FOR SUBDIVISION**

**PROPERTY HISTORY**

1. Enclose a copy of the **CURRENT RECORDED DEED**.
  
2. Has the property been the subject of any previous application for Town Subdivision Approval? Yes \_\_\_\_; No \_\_\_\_; Don't Know \_\_\_\_  
If Yes, when was the application made? \_\_\_\_\_  
What was the prior project?
  
3. What is the acreage or square footage of the property at this time? \_\_\_\_\_
  
4. Are there any structures on the parcel described in #3 above at this time?  
Yes \_\_\_\_; No \_\_\_\_  
If Yes, state the number of structures, their size, use and construction date of each.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_